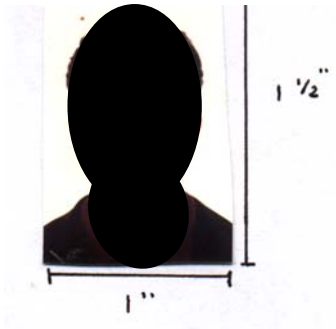


please see the OCSE Web site at <http://cms.skidmore.edu/ocse/policies/petition.cfm>. **NOTE:** Submission of a petition does not guarantee approval.

- **GPA or Non-Junior Letter(s) of Support:** *(if applicable)* One letter is required for non-junior petitions and two letters are required for GPA petitions.
- **Photos:** Fifteen (15) photos of you should be included with your application. Photos must be **1-inch wide by 1.5-inches tall** with a white background. Please follow these guidelines exactly. Passport-size photos will NOT be accepted.

(This image is not to scale.)



- **Photocopy of your passport:** This should be a clear, legible copy of the identification page of your passport that includes your photo. Your passport must be valid for at least six (6) months beyond your anticipated return date (i.e. 6 months after the program ends). If you do not yet have a passport, or if your passport will become invalid within six (6) months of the end of the program, please apply for one or renew immediately. Instructions for passport applications are included in this packet.
 - **Application Fee:** Include payment of \$25.00 (checks and money orders must be made payable to "Skidmore College"). Please include your name on the check/money order and add "Skidmore in Alcalá – Application Fee" on the memo line. The fee is non-refundable and cannot be waived.
- 4) Submit your Skidmore in Alcalá application and supporting materials to Off-Campus Study & Exchanges, 202 Starbuck Center. If mailing application, send to:**
- Off-Campus Study & Exchanges
Re: Skidmore in Alcalá
Skidmore College
815 N. Broadway
Saratoga Springs, NY 12866
- 5) Financial Aid:** Non-Skidmore students should check with the financial aid office at their home campus for information. All Skidmore College recipients of financial aid are eligible to use some or all of their aid on an approved program. You are urged to meet with a Student Aid Representative to understand the implications based on your chosen program. This consultation should take place as soon as possible. If you are a highly aided student, we recommend that this consultation take place immediately to assist you in the program selection process.
- 6) Further advice:** If you need further advice on approved programs and/or the application process, please consult with a staff member in Off-Campus Study & Exchanges.

NOTE: Skidmore students accepted to this program are **REQUIRED to attend a MANDATORY pre-departure orientation** in order to participate in this program. Non-Skidmore students are encouraged to attend if attendance is feasible, but are not required to attend. In lieu of attending, non-Skidmore students will have a required telephone meeting to discuss relevant information with OCSE.

Pre-Departure Orientation for the **SPRING 2010** program:

SUNDAY, NOVEMBER 15, 2009
3:00 – 6:00 PM

Mark your calendar now!



SKIDMORE IN SPAIN **Application**

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
815 North Broadway, Starbuck Center 202
Saratoga Springs, NY 12866
Tel: 1-518-580-5355 Fax: 1-518 580-5359
Email: ocse@skidmore.edu

DEADLINES: Academic Year (Madrid only): March 15
Fall Semester (Alcalá only): March 15
Spring Semester: October 15*

** Applicants for spring who meet all requirements may apply on March 15 for early acceptance.*

NOTE: Incomplete applications will NOT be considered. PLEASE TYPE OR PRINT ALL INFORMATION.

STUDY ABROAD TERM: Academic Year 20____ - 20____ Fall 20____ Spring 20____

PROGRAM SELECTION: Madrid Alcalá

(NOTE: Skidmore students with a Spanish major will be recommended by their advisors to either the Alcalá or Madrid program.)

PERSONAL INFORMATION:

Name: _____

Email address: _____

School Address: _____

Permanent/Home Address: _____

Campus Phone: (_____) _____

Permanent/Home Phone: (_____) _____

Cell Phone: (_____) _____

Gender: _____

Date of Birth: _____

Citizenship: _____

Passport Number: _____

Expiration Date: _____

OCSE will distribute my name, address, email address, and telephone number to other program participants. If I do not wish to have my information released I will check the box below.

I do not wish to have my name, address, e-mail address and telephone number shared.

ACADEMIC INFORMATION:

Faculty Advisor(s): _____

Major: _____

Second Major (if applicable): _____

Minor: _____

Cumulative GPA: _____

College ID#: _____

Anticipated graduation date Mon/Year: _____

PARENT/GUARDIAN INFORMATION:

Please provide contact information for the person(s) with whom we should communicate regarding your participation in the program. This (These) person(s) will serve as our contact for financial issues as well as in cases of emergency.

1.) Name: _____

2.) Name: _____

Relationship to you: _____

Relationship to you: _____

Address: _____

Address: _____

(city) (state) (zip)

(city) (state) (zip)

Home Phone: (_____) _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Work Phone: (_____) _____

E-mail address: _____

E-mail address: _____

Dear Student:

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts you have listed above. This information will include, but is not limited to, pre-departure information regarding the program, billing statements and other financial information, and information regarding your whereabouts while you are abroad.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent while you are abroad, **except in the case of an emergency.**

I, _____ permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

Student Signature

Date

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., notetakers, taped texts); a medical condition which might require immediate attention while abroad; or a condition which might affect emotional or mental well-being while abroad, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. Also indicate whether or not we may contact your requested program provider at this time. OCSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a program site that can provide reasonable accommodation of your needs. Following acceptance by your host program, it is your responsibility to consult with your program provider to determine the deadlines by which you must submit written, current, and professionally documented information as required by your program provider.

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act (FERPA) of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

By signing your name below, you authorize Skidmore College's Off-Campus Study & Exchanges to have access to information regarding your academic, social, and financial standing. You also authorize Skidmore's Off-Campus Study & Exchanges to share any pertinent information with program providers, directors and staff overseas as needed. The

existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

Studying abroad is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, social, and financial standing are eligible to study abroad. I further understand that submitting an application is not a guarantee of application acceptance. Failure to maintain (prior to and during the exchange) all of the eligibility requirements of the program and those of Skidmore College will result in cancellation of participation. Failure to pay all financial obligations to Skidmore College will also result in cancellation of participation. I also understand that until financial obligations are met, Skidmore College and the host program will not report grades or release transcripts; and I will not be permitted to re-enroll at, or graduate from, Skidmore College.

I have read and fully understand Skidmore's information on eligibility, policy, and procedures presented on the OCSE web site.

Please be aware that the stress of travel and adjusting to a new culture can exacerbate physical or psychological conditions that may be under control at home. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off campus will help you to identify those resources that will and will not be available at your program site.

If accepted for participation in a study abroad program, I agree to adhere to all the rules and regulations of both Skidmore College and the host program. Failure to do so may result in the cancellation of my exchange.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

I, _____, have read and understand the above statements.
(please print name)

Student's Signature

Date



SKIDMORE IN SPAIN Application

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
815 North Broadway, Starbuck Center 202
Saratoga Springs, NY 12866
Tel: 1-518-580-5355 Fax: 1-518 580-5359
Email: ocse@skidmore.edu

APPLICANT'S BACKGROUND

Please answer the following questions on a **separate sheet of paper**. Be sure to number your responses and attach the extra sheets to your application form.

1. List all the courses not on your transcript that you will have completed before the beginning of the program (such as your current enrollment and/or upcoming summer courses).
2. At what level was your last course in Spanish, and when and where was it taken? Please include the grade achieved.
3. What additional academic work (outside of a formal class) have you done that would serve as background for the program?
4. What subjects are you most interested to pursue while on the program? How will courses in these subjects assist you in completing your requirements at your home campus?
5. If you ever traveled or lived outside of the United States, please describe your experience and how you will incorporate it into your preparations for your experience in Spain. If you have not previously traveled outside of the United States, explain how you plan to prepare for your international experience.
6. Do you have any special needs about which we should be informed? Please note: This information will be kept confidential and is NOT considered as part of the selection process. By informing us of special needs now, you will allow us to make arrangements that will best serve you while you are overseas and ensure that we can identify necessary resources abroad.
 - ✓ Are you currently under medical treatment for any reason?
 - ✓ Are you currently being treated by a psychologist/physician for an emotional, nervous or mental condition?
 - ✓ Do you have any physical or learning disabilities for which you will need special arrangements?

ESSAY QUESTIONS

On a **separate sheet of paper**, please answer both questions. Limit your responses to one sheet of paper per question.

1. **PLEASE RESPOND TO THESE QUESTIONS IN SPANISH.**
Why do you want to participate in the Skidmore in Spain program, and how will this program assist you in achieving your academic objectives and personal goals? (**Please specify your program preference: Alcalá or Madrid.**)
2. **RESPONSES TO THIS QUESTION MAY BE IN ENGLISH OR SPANISH.**
How do you plan to incorporate the experience and knowledge you gain while abroad into your studies at your home institution?

SKIDMORE IN SPAIN

Name: _____ Program and Term: _____

PROPOSED COURSE OF STUDY FORM

- ✓ Fill in the left column with courses you hope to take while in Spain. **Please note that course availability in Spain cannot be guaranteed, so be sure to include alternate course selections where applicable.**
- ✓ **SKIDMORE STUDENTS:** If you hope to fulfill requirements in your major/minor with courses abroad, please have your **department Chair** review the course description and complete the columns entitled "To be completed by Department Chair." If you want a course to fulfill graduation requirement outside of your major/minor, please have the Chair of the corresponding Skidmore department review the course description and complete the columns entitled "To be completed by Department Chair." ALL FOREIGN LANGUAGE COURSES undertaken abroad will need approval from the Chair of the Department of Foreign Languages & Literatures.
NON-SKIDMORE STUDENTS: Please be sure to discuss the course approval process on your home campus with your study abroad office and/or your academic advisor.
- ✓ **Skidmore students MUST attach a course description for each course to obtain credit approvals.** Course information can be found online (*see application instructions for Web site links*).
- ✓ Discuss your course preferences with your faculty advisor. **Be sure that you understand how your course selection affects your progress toward graduation.** Obtain your advisor's signature.
- ✓ Remember you must enroll in a full course of study (**14-17 credits**, though no more than 18.)

TO BE COMPLETED BY STUDENT	TO BE COMPLETED BY DEPARTMENT CHAIR / PROGRAM DIRECTOR if credit for any specific graduation requirement is sought.		
Course title and number	Skidmore equivalent course number	Maturity/ 300-level credit?	Chair/Director Signature
<input type="checkbox"/> JMFS-323* 20 th Cent Span. Civ. and Theater -- or --	<i>(See note below)</i>	Y	
<input type="checkbox"/> JMAH-221* 20 th Cent Span. Civ. and Art		---	
<input type="checkbox"/> JMFS-351 ⁺ Advanced Language Studies	<i>(See note below)</i>	Y	
		Y / N	
		Y / N	
		Y / N	
		Y / N	
		Y / N	
		Y / N	
		Y / N	
		Y / N	

* **Required** Program Center course. *STUDENTS: Check course preference.*
 + **Optional** Program Center course. *STUDENTS: Check if you want to enroll in this course.*

TO BE COMPLETED BY APPLICANT'S FACULTY ADVISOR IN MAJOR DEPARTMENT:

- Please check the appropriate boxes:
- I am familiar with the applicant's academic progress and believe that his or her training and intellectual interests are such as to qualify the student to profit by participating in the Skidmore in Spain study abroad program.
 - I recommend the applicant with respect to character and maturity for admission to the Skidmore in Spain study abroad program.
- Skidmore FLL faculty: If this student has a major in Spanish, please indicate below to which program you would recommend acceptance. Madrid Alcalá

Why? _____

Advisor's Signature

Date

NOTE TO FACULTY: *Courses above referencing this note have been approved and assigned course numbers by the Skidmore's Curriculum Committee.*



SKIDMORE IN SPAIN
Application

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ACADEMIC RECOMMENDATION FORM (I)

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Program and Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY:

October 15: Spring program
March 15: Academic Year/Fall Semester program



SKIDMORE IN SPAIN
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ACADEMIC RECOMMENDATION FORM (II)

III. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Program and Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

IV. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY:
October 15: **Spring program**
March 15: **Academic Year/Fall Semester program**



SKIDMORE IN SPAIN Application

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LANGUAGE ASSESSMENT FORM

I. TO BE COMPLETED BY ALL APPLICANTS

Applicant Name: _____ Class Year: _____

Program and Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY ALL APPLICANTS NOT CURRENTLY ENROLLED IN A SPANISH COURSE AT SKIDMORE COLLEGE

Write in exam score below and attach printed test results screen. Please complete the Skidmore College Online Placement Exam (WebCAPE) at <http://cms.skidmore.edu/fl/requirements.cfm>. (Skidmore students who complete this section do not complete Section III.)

Placement Test Exam Score: _____

III. TO BE COMPLETED BY CURRENT SPANISH COURSE INSTRUCTOR

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

GENERAL LANGUAGE PROFICIENCY ASSESSMENT

	Upper 10%	Next 15%	Mid 50%	Lower 25%	Unable to Judge
Overall Knowledge of Spanish					
Listening Comprehension					
Fluency					
Reading Comprehension					
Written Expression					

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY:

October 15: Spring program
March 15: Academic Year/Fall Semester program



SKIDMORE IN SPAIN
Application

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STUDY ABROAD APPROVAL FORM
FOR NON-SKIDMORE STUDENTS ONLY

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Program and Term Abroad: _____ Phone: (_____) _____

Home Institution: _____

II. TO BE COMPLETED BY DIRECTOR OF STUDY ABROAD AT HOME INSTITUTION

Please check all that apply:

- The applicant is in good academic and social standing at his/her home institution.
- I recommend the applicant with respect to scholarship, character, and personality for admission to the Skidmore in Spain program.
- I have reviewed and approve the applicant's plan of study and consider the work creditable toward his/her degree.
- I will consider the work for credit upon the student's successful completion of the program and return to the home institution.

Comments or concerns regarding the applicant:

Please indicate name and address to which **official transcript** should be mailed:

Name (please print): _____ Title: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

Please complete the Payment Agreement Form on the reverse side.



SKIDMORE IN SPAIN Application

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Saratoga Springs, NY 12866
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STUDY ABROAD PAYMENT AGREEMENT FORM

FOR NON-SKIDMORE STUDENTS ONLY

Applicant Name: _____ Class Year: _____

Program and Term Abroad: _____ Phone: (_____) _____

Home Institution: _____

Please indicate to whom **program invoice** should be sent:

Student

I understand that once I confirm my participation in the program, that I will be responsible for payment of the program fee and will make payment as stipulated on the invoice from Skidmore College.

Student Signature: _____ Date: _____

Home institution (Please indicate name and address to which the invoice should be directed):

The person signing below is authorized to assume financial responsibility on behalf of the home institution and agrees to assume liability for the costs of the program referenced above:

Name (please print): _____ Title: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

PLEASE RETURN TO THE SKIDMORE COLLEGE OFFICE OF OFF-CAMPUS STUDY & EXCHANGES BY:

October 15: Spring program

March 15: Academic Year/Fall Semester program



SKIDMORE IN SPAIN
Application

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SPANISH LANGUAGE PLEDGE

Name: _____

Program Location: Alcalá Madrid Term Abroad: _____

Upon accepting my participation in the Skidmore in Spain program, in Alcalá or Madrid, I agree to abide fully and completely by the language rule in Spain and promise to speak only Spanish at the Program centers.

I understand that this rule is established in order to ensure maximum linguistics benefits for all program participants and aid in the participants' process of integration in the Spanish culture.

I also understand that by breaking the rules and speaking English at the Program centers, I am seriously jeopardizing my own language progress, spoiling opportunities for others, contributing to an inferior program atmosphere and violating the spirit of the program.

I therefore sign this document in agreement with the language philosophy of the Program and pledge my support to the language rule of SPANISH ONLY.

Student Signature: _____

Date: _____



SKIDMORE IN ALCALÁ
Application

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HOUSING QUESTIONNAIRE

The following questionnaire is used by the Resident Director to match you with a compatible Spanish host family. All information is treated with the utmost discretion and is seen only by OCSE and Program Staff.

STUDENT'S NAME: _____
(Last) (First) (Middle)

NICKNAME OR NAME YOU PREFERRED TO BE CALLED: _____

BIRTH DATE (month/day/year): _____ **PLACE OF BIRTH:** _____

NATIONALITY: _____ **PASSPORT NUMBER:** _____ **EXPIRATION DATE:** _____

LENGTH OF YOUR STAY: Spring Semester Only
 Full Academic Year

HOME ADDRESS: _____
(Street) (City) (State & Zip)

HOME PHONE: _____
(Area code) (Number)

E-MAIL: _____
(school)

(other, if applicable)

CONTACT INFORMATION DURING SUMMER/WINTER BREAK:

(Street) (City) (State & Zip)

PHONE: _____
(Area code) (Number)

E-MAIL: _____

FATHER'S NAME: _____ **BIRTHDATE:** _____

E-MAIL: _____ **PROFESSION:** _____

MOTHER'S NAME: _____ **BIRTHDATE:** _____

E-MAIL: _____ **PROFESSION:** _____

NAME: _____ (Skidmore in Alcalá – Housing Questionnaire, p. 2)

AGES OF BROTHERS: _____ AGES OF SISTERS: _____

PLEASE MENTION, IF YOU WISH, ANY SPECIAL FAMILY CIRCUMSTANCES (For example, if there has been a recent death of a close relative, if parents are separated, etc.) _____

HAVE YOU PREVIOUSLY BEEN IN A SPANISH-SPEAKING COUNTRY? HAVE YOU OTHERWISE TRAVELLED OR LIVED IN COUNTRIES OTHER THAN THE UNITED STATES? (Please describe briefly how long, where, as student tourist, exchange student, etc.) _____

WHAT DO YOU CONSIDER YOUR SPEAKING ABILITY TO BE IN SPANISH? _____

FOR HOW LONG HAVE YOU STUDIED SPANISH? _____

ARE YOU ACCUSTOMED TO SPEAKING SPANISH OUTSIDE OF CLASS IN SOCIAL SITUATIONS? Yes No

DO YOU HAVE SPANISH OR SPANISH-SPEAKING FRIENDS WITH WHOM YOU SPEAK SPANISH? Yes No

DO YOU LISTEN TO RECORDS, SEE FILMS, READ NEWSPAPERS, ETC. IN SPANISH? WHICH ONES? _____

WHAT IS YOUR MAJOR? _____

WHAT IS YOUR MINOR? _____

WHAT KINDS OF COURSES DO YOU THINK YOU WILL WANT TO TAKE IN MADRID? _____

WHAT HOBBIES OR SPORTS WILL YOU WANT TO CONTINUE WHILE IN MADRID? _____

WHAT ARE YOUR SPECIAL INTERESTS? _____

WHAT IS THE MOST IMPORTANT ASPECT FOR YOU OF THIS YEAR/SEMESTER IN MADRID? _____

DO YOU HAVE A SCHOLARSHIP AT SCHOOL? Yes No

DO YOU NORMALLY WORK DURING THE SUMMER OR WINTER BREAKS? Yes No

DO YOU NORMALLY WORK DURING THE SCHOOL YEAR? Yes No

NAME: _____ (Skidmore in Alcalá – Housing Questionnaire, p. 3)

WHAT IS YOUR RELIGION? _____ DOES RELIGION AFFECT YOUR DIET? Yes No

WOULD YOU PREFER WITH A FAMILY THAT SHARES THE SAME RELIGION, IF AVAILABLE? Yes No
(NOTE: Most of our host families are practicing Catholics, Catholics of occasional church attendance, or non-religious; other religions are not available.)

PLEASE DESCRIBE ANY SPECIAL REQUIREMENTS FOR PRACTICING YOUR RELIGION WHILE IN SPAIN: _____

HOW WOULD YOU DESCRIBE YOUR FOOD PREFERENCES, AND / OR DIETARY REQUIREMENTS? (For example, a preference for a vegetarian menu, allergies to certain foods, an exceptionally large or small appetite, are you a finicky eater, do you enjoy trying out new kinds of food, do you prefer home-made meals over prepared dishes, etc.? Please keep in mind that vegetarians will have a more limited selection since many families prefer students without dietary restrictions.)

FOOD PREFERENCES:

- For breakfast (remember, in Spain they don't prepare eggs or cook a hot breakfast):

- The other meal:

HAVE YOU EVER LIVED IN THE CENTER OF A BIG CITY? Yes No

DO YOU JUDGE YOURSELF TO BE BASICALLY AN INTROVERT OR AN EXTROVERT? _____

PLEASE GIVE A BRIEF DESCRIPTION OF YOURSELF: _____

HOUSING IS CONSIDERED ONE OF THE CENTRAL FEATURES IN A STUDENT'S CONTACT WITH SPANISH CULTURE, AND STUDENTS ARE PLACED INDIVIDUALLY WITH A LOCAL FAMILY. A VARIETY OF SITUATIONS IS AVAILABLE. PLEASE PLACE THE FOLLOWING SITUATIONS IN YOUR ORDER OF PREFERENCE, 1 - 4:

- _____ FULL FAMILY
- _____ MOTHER AND CHILD(REN)
- _____ SINGLE PERSON
- _____ COUPLE

NAME: _____ (Skidmore in Alcalá – Housing Questionnaire, p. 4)

PLEASE DESCRIBE WHAT YOUR EXPECTATIONS FOR A RELATIONSHIP WITH THE HOST FAMILY WOULD BE.

(It should be pointed out that all students retain a good deal of independence inasmuch as the students have their own keys and are free to come and go as they please, with the only limitation being that the hostess be forewarned when the student will be absent at dinnertime or overnight. Students do not usually invite friends over to their host family's apartment and will need to ask permission to do so.)

It is important to remember that living space in Spain is generally more limited than in the United States. All our host families live in apartments and many seem small by American standards. This may intensify the intimacy of interaction within the family, especially if young children are involved. However, all students living with families have their own private room.

* Often couples receive weekend visits from their children and grandchildren. Would this be a problem for you?

IN THE CASE OF A FAMILY WITH CHILDREN, WHAT AGES CHILDREN WOULD YOU ENJOY LIVING WITH? _____

WHAT AGE CHILDREN WOULD YOU NOT ENJOY LIVING WITH? _____

IN SOME SPANISH HOMES, GRANDPARENTS FORM PART OF THE HOUSEHOLD. WOULD YOU FIND IT DIFFICULT TO RELATE TO AN ELDERLY MEMBER OF YOUR SPANISH FAMILY? _____

WOULD YOU OBJECT TO SHARING A FAMILY WITH A **SPANISH STUDENT OR A STUDENT FROM ANOTHER COUNTRY (non-English speaking)**? _____

WOULD YOU OBJECT TO LIVING WITH A FAMILY WITH PETS? Yes No

IF YES, WHAT KIND OF PETS WOULD YOU OBJECT TO? _____

DO YOU SMOKE? Yes No

If yes, would you be willing to adapt to a non-smoking family or smoking outside of the house? Yes No

WOULD YOU OBJECT TO LIVING WITH SMOKERS? (80% of Spanish families include smokers and this limitation will restrict your choice a great deal.) Yes No

WOULD YOU OBJECT TO LIVING IN AN APARTMENT BUILDING WITHOUT AN ELEVATOR (WHICH MIGHT MEAN A 3 OR 4 STORY WALK-UP)? (some buildings do not have elevators) Yes No

NAME: _____ (Skidmore in Alcalá – Housing Questionnaire, p. 5)

IS COMFORT AN IMPORTANT ELEMENT TO YOU, IN TERMS OF VERY MODERN BATHROOMS AND OTHER CONVENIENCES SUCH AS ELEGANT FURNISHINGS, IMMACULATE HOUSEKEEPING, ETC.? (Of course, all families have modern plumbing).

Please rate the importance that internet access at your host family's home has for you in relation to your other preferences. (Please be aware that presently only 56% of Madrid households have internet access)

Top priority

Medium level priority

Low priority

DO YOU FORSEE HAVING DIFFICULTIES IN KEEPING YOUR ROOM NEAT IN YOUR SPANISH HOME? Yes No

MADRID, AND ALCALÁ TO A LESSER EXTENT, OFFERS AN EXCEPTIONALLY ACTIVE NIGHTLIFE. HOW WOULD YOU RATE YOUR EXPECTED PARTICIPATION IN THIS ACTIVITY?

FULL

FREQUENT

OCCASIONAL

SELDOM

COMMENTS: _____

OCCASIONALLY AN EXCEPTIONALLY GOOD FAMILY IS CHOSEN IN AN AREA FARTHER AWAY FROM THE ALCALÁ HISTORICAL CENTER. WOULD THIS BE A PROBLEM FOR YOU? Yes No

MOST OF OUR FULL FAMILIES LIVE OUTSIDE THE CITY IN SUBURBAN DEVELOPMENTS, USUALLY A 15 TO 25 MINUTE WALK (or 10 minute bus ride) TO THE DOWNTOWN AREA. IN THE HISTORICAL CENTER OF ALCALÁ, MOST AVAILABLE FAMILIES ARE SINGLE WOMEN WHO LIVE IN APARTMENTS. DO YOU HAVE A PREFERENCE?

My priority is to live close to the Center regardless of the family type.

I would be willing to live farther away in order to be placed with my selected family type.

I have no preference in terms of location.

IT IS USUALLY NOT POSSIBLE TO PLACE STUDENTS ACCORDING TO ALL PREFERENCES. PLEASE LIST THE FOLLOWING ASPECTS IN ORDER OF THEIR PRIORITY:

FAMILY CHOICE
MODERN CONVENIENCES
DIET RESTRICTIONS
LOCATION IN RELATION TO DOWNTOWN ALCALÁ
SMOKING OR PET RESTRICTION
INTERNET ACCESS
ALLERGY RETRICTIONS
OTHER (PLEASE EXPLAIN)

1) _____ 2) _____ 3) _____ 4) _____

PLEASE ADD ANY OTHER DETAILS THAT MAY HELP IN PLACING YOU IN A FAMILY. _____

**SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE
HOUSING PREFERENCE FORM**

Name _____ Class _____ Date _____

Leave Location _____

Cell Phone and Skidmore Email Address _____

Home Address _____

I am returning _____ Semester _____ Year _____

PLEASE NOTE: To be eligible to participate in the room selection process (this includes the Off Campus Drawing), you must pay your Returning Student Deposit.

I prefer (list at least 3 residence hall choices):

_____ Single _____ Double

Residence Halls _____

_____ Apartments _____

_____ Off Campus (Off campus living is available for a limited number of students.)

I am a smoker _____ Yes _____ No

I prefer: _____ Women's Floor _____ Gender Neutral

Fall returners, please complete the following to aid us in room selection for the next academic year:

_____ I have arranged for a friend to draw for me _____
Name

_____ I would like Residential Life to draw for me.

All residence halls (not apartments) are substance free. All residence halls and apartments are smoke free.

If we are unable to house you in a single room, you will be placed in a double room. Please list any information which should be considered in this placement.

Residential Life will attempt to house you in one of the residence halls you have indicated. However, it cannot be guaranteed that your preference will be accommodated.

This form must be returned to the Office of Residential Life when your leave is approved.



OFF-CAMPUS STUDY & EXCHANGES **HOW TO OBTAIN A U.S. PASSPORT**

All students studying abroad must have a passport in order to travel to their overseas destination. In addition, those of you who need visas will need a passport before you can apply for a visa. **If you do not have a passport, apply for one immediately.** If your current passport **expires within 6 months** from the end of your program, you must **renew your passport right away.**

FIRST-TIME APPLICATIONS

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State. Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available online at http://travel.state.gov/passport/passport_1738.html. You can also find a link to an application at http://travel.state.gov/passport/get_first_apply.html.

If you are applying for a passport for the first time, you will need:

1. Passport application (Skidmore students can go to the Washington Street Post Office or the Office of Off-Campus Study & Exchanges for applications, or download an application from the Internet.)
2. Original (raised seal) birth certificate or other proof of citizenship.
3. Two (2) identical passport photos (must be official passport photos – no hats or headgear – confirm information online regarding digitized photo requirements.)
4. Photo ID (driver's license) with issue date, expiration date, and ID number.
5. Checks for passport fees (Confirm with Post Office or web for exact amounts.)

TO RENEW A U.S. PASSPORT

Passports can be renewed by mail. Instructions for renewing a U.S. passport are available online at http://travel.state.gov/passport/passport_1738.html. Applications are available at most U.S. Post Offices or you can find a link to an application online at http://travel.state.gov/passport/get/renew/renew_833.html.

To renew your passport, you will need:

1. A "Passport Renewal Form" from a passport agency. (Skidmore students can go to the Washington Street Post Office or the Office of Off-Campus Study & Exchanges for applications for applications or download an application from the web.)
2. Two (2) identical passport photos (must be official passport photos, no hats or headgear– confirm information online regarding digitized photo requirements.)
3. Your old passport.
4. Checks for passport fees (Confirm with Post Office or the web for exact amounts.)

Send in your old passport, payment, new passport photos, and completed application form. Confirm with the issuing agent to ensure you are following all necessary instructions. Mailing instructions can be found on the web.

NOTE: The processing time for US passports is approximately six (6) weeks for standard processing. It is a good practice to confirm estimated processing times for new or renewal applications before you apply. Confirm processing times online at http://www.travel.state.gov/passport/get/processing/processing_1740.html. It is also important that you apply right away, especially if you will need to apply for a visa for the country to which you wish to study abroad. If you need a passport more quickly, you can pay an extra fee to expedite the process. Please confirm with the passport issuing agent regarding exact fees.